

Memo

To: Mayor Grenier & City Council
CC: Pamela E Laflamme, Interim City Manager
From: Holly Larsen Finance Director/Tax Collector
Date: February 7, 2022
Re: Municipal Financial Software Vendor Selection

We put out a request for proposals for **Municipal Finance Software System and Implementation Services** August 17, 2021.

We posted the RFP on the City's website as well as the NH Municipal Association website.

The City received four proposals which were reviewed by myself, Tammy Letson, Municipal Specialist from the Cohos Advisors in Lancaster, and Robert Carpenter, Director from Town of Meredith. We reviewed each proposal against the RFP itself and felt that two of the respondents were found to be better suited to do the work we were asking to be done.

After careful review of the proposals and checking references, all three of us felt BS&A with Interware is best choice for the City. All three of us recommend entering into the contract with BS&A and Interware Development to provide the City of Berlin's Financial software.

BS&A Cloud is a web-based Enterprise Resource Planning software for Financial Management. Modules include the following:

General Ledger

Accounts Payable/Accounts Receivable/Cash Receipts

Budgeting/Fixed Assets

Payroll/Human Resources

Interware Development

Fundworks will provide the following module's/functions:

Property and Utility billing and Vision Bridging

Clerkworks

Motor Vehicle Registration and Title with E-Reg, Dog Licensing and Vitals.

EB2Gov online system which allows online payments and viewing of invoices due.

Suggested Motion: A motion to enter into a contract with BS&A and Interware Development to provide the City's Financial software as outlined in their proposal to the City of Berlin using the rates provided in the fees & payment schedule of their proposals.